

Charlotte County
Board of County Commissioners
Staff Report
August 2013

Budget & Administrative Services

Budget Department/Fiscal Services Division

- Fiscal Support
- Human Services and Transit Grants
 - Attended the Pre-Bid Meeting in Fort Myers for the Older American's Act (OAA) request for proposal (RFP) bid document.
 - Completed the financial portion of the Older American's Act RFP for the upcoming contract year. The new contract is a six year contract for the Senior Services Programs. The RFP was completed and delivered to Senior Choices in Fort Myers.
 - The quarterly Service Cost Reports were completed for all of the Senior Services contract grant programs.
 - Monthly Senior reports for the Older Americans Act (OAA), Community Care for the Elderly (CCE), Alzheimer's Disease Initiative (ADI), and Home Care for the Elderly (HCE) programs were submitted to Senior Choices.
 - The Program Generated Income (PGI) Budget request for the project entitled ENHANCED DRUG TESTING PROGRAM (Subgrant # 2012-JAGC-CHAR-2-C4-209) for the Court Administration was approved by the Florida Department of Law Enforcement (FLDLE).
 - The FDLE confirmed the receipt and acceptance of all financial and programmatic reports applicable to the 2013-JAGC-CHAR-2-D7-236 grant issued to the Charlotte County Sheriff's Office. The Clerk's Finance office received the funds issued by the Department of Law Enforcement in the amount of \$46,800 and issued a check to Sheriff's Office for that amount.
 - Received \$18,382.39 from the State of Florida as reimbursement of funds expended on NSP1 Program. This payment is the final reimbursement, as the total grant has been expended and reimbursed. We are still waiting for final instruction on closeout of this grant.
 - Completed the SHIP Annual Report for SFY 2013. Novus agenda item is complete and ready for approval by the BCC at their meeting on September 10, 2013.
 - Fiscal/Transit submitted 3-years of requested Transit data for the Triennial Review process for the Federal Transit Administration (FTA).
 - Fiscal/Transit drew down \$112,924.00 for three vans from the Fiscal Year 2009 ARRA grant.
 - Quarterly Federal Financial Report (FFR) and Milestones were completed for 5 Federal Transit grants.
 - Fiscal/Transit closed out the last remaining 2009 ARRA grant for Transit.
 - Fiscal/Transit participated in Disaster Response training.
 - Fiscal/Transit put together costs for a Trial shuttle from San Casa in Englewood to the Health Department Center in North Port
 - Fiscal/Transit reviewed and met with Metropolitan Planning Organization (MPO) and Transit Operations regarding the Latent Demand Study.
 - The Quarterly Fiscal report was prepared for the Local Coordinating Board (LCB).
 - Prepared the Annual Operating Report for the Commission for the Transportation Disadvantaged (CTD). It is ready to go through the review process by the Transportation Disadvantaged (TD) Commission and then on to the LCB.
 - Prepared grant reconciliations for Year End closing process for the Clerk's Finance department.
 - Fiscal Staff participated in the Coordination Meeting regarding an inter-local agreement for Transit Services and Latent Demand Study on August 28th with Sarasota County Area Transit (SCAT), Florida Department of Transportation, Charlotte County Transit, Sarasota Metropolitan Planning Organization (MPO), and Charlotte County Metropolitan Organization (MPO).

- Road Grants:
 - Received \$157,837.14 from FDOT for Highway Lighting Maintenance agreement.
 - Invoiced FDOT \$82,828.50 for Winchester Road improvements.
- Public Safety Grants:
 - Received \$6,565.58 from the State of Florida for repetitive loss grant at 4499 Ganyard Street.
 - Invoiced \$1,891.64 to the State of Florida for the Hazardous Materials equipment grant.
- Adult Drug Court Grants
 - Submitted the Grant Adjustment. Notice to extend this grant and ensure all obligated funds will be spent. The auditing reconciliations packets have been submitted to Finance. Received July and August reimbursements totaling \$15,728.34 from the State.
- Criminal Justice Reinvestment Grant
 - The Evaluator's required mid-year report has been reviewed. Will meet with the partnering agencies to discuss the findings. The auditing reconciliations packets have been submitted to Finance.
- Community Services Grants
 - Submitted all necessary materials to FWC to receive reimbursement for HCP Phase II Economic Analysis grant.
- Operating And Accounting Support
 - Worked with Community Services staff to reallocate FY14-15 Seasonal Leisure (camps) budget to appropriate camp location orgs.
 - Worked with Finance to address independent contractor flat rate payments issue in compliance with IRS regulations.
 - Worked with HR to resolve pay rate issue with split funded (State & County) Community Services staff member.
 - Prepared for and attended various Spring Lake conference calls and meetings.
 - Reviewed debt, MSBU and project closeouts with Clerk's finance
 - Met with BCS to explore possibility of developing an app for iPads to track employee time in case of an emergency/disaster.
 - Cheney Brothers – Total amount reimbursed to Cheney Brothers for Utilities - Total reimbursed so far - \$476,473.47. Remaining balance - \$3,526.53. Cheney Brothers plan to use the remaining balance, however it may be sometime in FY13/14.
 - FY11/12 – \$74,722.40
 - FY12/13 – \$401,751.07
 - October 2012 – \$10,655
 - November 2012 – \$8,825.10
 - December 2012 – \$173,241.09
 - February 2013 – \$97,641.52
 - March 2013 – \$111,388.36
 - April 2013 – No payments
 - May 2013 – No payments
 - June 2013 – No payments
 - July 2013 – No payments
 - August 2013 – No payments
- Analytical Support
 - Attended meetings with Community Development and Fiscal staff to discuss the upcoming Impact Fee Study.
 - Provided analysis on the Events Center contracts with SMG.
 - Met with attorney's office to discuss in preparation for the joint County lawsuit against the State on the Department of Juvenile Justice detention cost sharing billings.
- Work performed to improve processes and efficiencies for Fiscal Services Division:
 - Completed the process for payment of County Water bills.

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- August Accomplishments

- Sharepoint Update:
- Information Technology continues to work on the Community Development external web site. Completion is expected in December 2013.
- Purchasing Invoice processing in SharePoint entering final testing with a selected department(s). Encountering difficulty implementing Digital Signatures in a centralized Windows environment using PDF's. May require third party tool to provide for a smooth user experience.
- IT Staff named to July Employee of the Month – Sandra Gaw was nominated employee of the month by Claire Jubb of Building, Construction Services, for her work in coordinating the recent upgrade of the permitting and code enforcement software, Acella. At the time Sandra was the Application Support Analyst in Client Services, but has since been promoted to Data Base Administrator in Information Services. Sandra has been with the county since early 2012.
- Justice Center Phone Upgrade – The upgrade of the phone system in the Justice Center is continuing and is expected to be completed in early FY14.
- Training Collaboration initiative for Charlotte County IT Staff – We are coordinating a training class for all interested IT staff within Charlotte County government at the Charlotte Harbor Event Center. We are bringing in an outside certified training vendor to conduct a week long training class on the latest Windows Server environment. This will greatly reduce the cost of off-site training not only in terms of lower class costs, but also by eliminating travel and lodging. Expecting 12-15 attendees from the Constitutional Offices, court system, City and School system.

- August Email Statistics:

	○ Good	○ Spam	○ Virus	○ Policy	○ Total
Count	○ 135,396	○ 122,607	○ 402	○ 11,940	○ 270,345
%	○ 50.1	○ 45.4	○ 0.1	○ 4.4	○ 100.0

- August Outage Statistics:

- 6 - Incidents
- Total Down Time – 13hrs. 28 minutes
- Average time per Incident – 2hrs. 15 minutes
- System availability was 98.190%

- August Call Statistics:

- Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) = 161
- Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 153
- Incidents Opened Last Month – (hardware or software that is not functioning properly) = 355
- Incidents Closed Last Month – (hardware or software that is not functioning properly) = 368
- Change Controls Last Month – (internal configuration changes to server and network) = 3
- Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 591

Purchasing

- Pre-submittal meetings held:
 - 13-397 Economic Development Marketing Services
- Shortlist meetings held:
 - 13-341 Comp Self Insurance Third Party Administrators
- Request for Proposals received:
 - 13-341 Comp Self Insurance Third Party Administrators

- Pre-bid meetings held:
 - 13-355 Winchester Blvd. South Widening
 - 13-344 CCU Customer Bills, Notices and Envelopes – Annual
 - 13-371 Gasoline & Diesel Fuels – Supply & Deliver
 - 13-367 Micro Tunnels / Weirs Project – US 41
 - 13-369 Terrazzo Flooring
- Bid Openings held:
 - 13-357 Fiberglass Interceptor Tanks
 - 13-343 Harborview Road Bridge Replacement
 - 13-359 Collection of Hazardous Waste
 - 13-371 Gasoline & Diesel Fuels – Supply & Deliver
 - 13-392 Parking Lot Improvements
 - 13-383 Specialty Mowing – Annual
 - 13-367 Micro Tunnels / Weirs Project – US 41
- Quotes due and received:
 - 13-344 CCU Customer Bills, Notices and Envelopes – Annual
 - 13-382 Fire Suppression System Services – Annual
 - 13-399 Metal Truck Port
 - 13-376 Laser Grading Tractor Box Attachment
 - 13-384 Transportation of Bodies – Medical Examiner – Annual
- Work Orders due and received:
 - 13-404 Cape Haze Trail & Restroom

Real Estate Services

- Edgewater Phase II – All parcels required for this road project have been obtained. Mediations to resolve final compensation issues have started and will continue for several months. We have concluded 4 mediations with an attorney representing numerous property owners. These 4 mediations should pave the way for a speedy conclusion with the other property owners he represents.
- Placida Widening – Another mailing of offer letters was sent on July 12th. We have received a 14% favorable response to the mailing. To date, we have acquired approximately 60% of the required parcels and easements on a voluntary basis.
- Environmental Lands Acquisition Program – We have identified a potential site to be acquired using available grant funds. We have received the first appraisal and as part of our procedure we have sent the appraisal out for review and a second opinion of value by an independent appraiser.
- Flamingo/Edgewater – We have acquired 80% of the parcels needed for this project, all on a voluntary basis. We have updated our appraisal information and have sent a new round of offers. The BCC accepted a lot exchange at their July 23rd meeting which helped to decrease the number of parcels remaining needed for this project.
- Engineering, Administration, Community Services and Utilities – We continue to assist these departments and divisions in obtaining easements, title searches and researching land related issues for numerous capital projects.
- Murdock Village - FDOT request for 3 Pond Sites – FDOT plans to move forward with the acquisition of the pond sites needed for the US 41 widening and has submitted purchase offers. FDOT will acquire the pond sites as easements instead of full fee acquisitions. This would provide an element of County control of the ponds sites. We have received the offers from FDOT for the proposed easements. The appraisals have been sent out for review and opinion of values by an independent appraiser.
- Acceptance of Rampart Boulevard Dedication – We are bringing the dedication documents for the newly constructed section of Rampart Boulevard to the BCC at their September 10th meeting.
- Harborview Road Sewer Expansion Project – We have acquired all of the necessary easements/permits necessary for the sewer expansion project. Construction will be moving ahead shortly.

- Weiler Lawsuit – Staff deposition started a few weeks ago and is still ongoing.
- Acceptance of Commerce Park Boulevard – This item was approved and accepted by the BCC at their July 23rd meeting.
- Cheney Roadway – This item was approved and accepted by the BCC at their July 23rd meeting.
- Midway Project – Temporary Rights of Entry – We now have BCC approval to start voluntary acquisitions. With this approval the first mailings will be going out to the property owners by the end of the week. This mailing comprises approximately 190 Temporary Rights of Entry (TRE), which will allow the County to enter upon the property owner's property to grade and match their existing driveways with the new road surface. The appraisals for the corner cuts have come in and offers are being sent out to the affected property owners.
- Burnt Store Road Phase II – We are working with legal and engineering staff to determine if future right of way can be obtained from the current owners of Tern Bay.
- Burnt Store Road Phase III – The County has acquired the lands necessary for this project to commence. Mediations and settlement conferences will continue for many months.
- Piper Road North – We are working with a landowner who is interested in a land exchange. We are waiting for the executed agreement to be returned to us.
- Gasparilla Road – The proposed roadway expansion is under design and we have 60% plans available. We have BCC approval to commence voluntary land purchases. Sketches and descriptions showing the affected parcels have been vetted and returned for corrections. Upon their return, they will be reviewed and if accepted the appraisal process will begin.
- Sales Tax Sidewalk Projects – We are working with engineering staff to obtain temporary rights of entry and maintained right of way surveys for several sales tax sidewalk projects (Rio De Janeiro, Sunnybrook, Riverside Drive, etc.).
- Surplus Property Disposal – We have prepared the next package of Surplus Property consisting of 46 parcels. It has been vetted by our division and sent on to Purchasing for them to process for an October 2013 disposal.
- CCU Lift Stations – We have acquired the vacant lot in Deep Creek to upgrade lift station number 323 that will be relocated from Aysen Drive to Purus Street.
- Customer Satisfaction Surveys – We have processed approximately 100 applications for release and/or occupation of easements. Our surveys continue to show an “excellent” customer rating from our customers.

Community Development

- The Building Division:
 - Single Family home permit issuance for August was again up on prior months with 48 single family homes issued this month bringing the total so far this year to 343; 36% up on the same period last year. All other permit types continue to show an increase on last year of 10%.
 - In terms of revenue, the department again made a profit of \$76,485 and revenue for August 2013 was 26% higher than August 2012. This fiscal year to date, the department is showing a profit of \$307,547 and an increase in revenue over the same period in 2012 of 16%.
 - Presentations have been made over the past few months on changes to the National Flood Insurance Program and included a well-received presentation to the Chamber of Commerce, Kiwanis Club and an hour long radio broadcast discussing the changes and the impacts on Charlotte County.
 - Charlotte County was presented an award by their land management software vendor (Accela) for the way in which we utilize the software and our GIS to help reduce flood insurance costs.

Item	Total FY2012	Aug-12	Aug-13	FY12 YTD	FY13 YTD
Single Family Permits Issued	269	24	48	252	343
Multi Family Permits Issued	1	0	1	1	2
Commercial Permits Issued	21	2	3	18	33
All Other Permits Issued	14142	1357	1268	13106	14528
Customers Served	27005	2169	2351	24930	24270
Inspections	36957	3168	3875	34127	37342
Permitting Revenue	\$2,027,805	\$166,714	\$210,056	\$1,870,700	\$2,178,811
Permitting Expenditure	\$2,058,655	\$122,154	\$133,571	\$1,924,992	\$1,871,264
Code Enforcement Revenue	\$956,429	\$81,056	\$106,471	\$878,797	\$780,966
Code Enforcement Expenditure	\$1,576,565	\$98,974	\$111,842	\$1,468,031	\$1,448,942
New Complaints Received	1253	190	219	1103	1254
Code Cases Initiated	3357	262	231	3130	2675
CEB Cases Heard	734	69	39	674	692
Citations Issued \$ Amount	\$75,500	\$12,000	\$17,500	\$70,500	\$101,500
New Contractor Licenses Issued	16	0	1	9	16
Contractor Licenses Revoked	31	3	0	28	12

- The Growth Management Division
- Parkside CRA
 - Staff is continuing to work on the Parkside Land Development Regulations (LDRs).
- Charlotte Harbor CRA
 - Staff is continuing to work on the revisions to Smart Charlotte 2050 and the LDRs for the changes requested by the committee. Staff should have a preliminary draft to present to the committee for their meeting in October.
- Manasota Sandpiper Key Architectural Review Committee
 - The committee met on August 7th and August 21st. The following projects were presented to ARC.
 - 4005 N. Beach Road – garage addition
Comments: approval granted
 - 4005 N. Beach Road – fence
Comments: approval granted
 - 2700 N. Beach Road – building repairs
Comments: approval granted
 - 115 Wilhelm Drive – deck replacement
Comments: approval granted
 - 2395 N. Beach Road – building and site improvements for a restaurant
Comments: approval granted
 - 34 Pearl Street – deck replacement
Comments: approval granted
 - 5055 N. Beach Road – window replacement
Comments: approval granted
 - The Board of County Commissioners reviewed the citizen-proposed Manasota and Sandpiper Key Zoning and Overlay Code at the first public hearing on the item on July 23. During August, the Advisory Committee worked with Rob Berntsson to revise the proposed LDRs in accordance with the Board's motions on the item, plus other changes that were made outside of the main items motioned by the Board. A few of the "glitches" recommended by staff were incorporated into the revised document. The citizen-revised LDRs will be presented to the Board on September 24.

- Little Gasparilla Island Community Plan
 - The committee met on Aug. 16, 2013. The committee gave an update on the dock negotiations with DEP and discussed recent criminal activity on the island. The committee discussed a special exception for a golf cart repair shop. The committee will submit some suggested modifications to the site plan to the BZA but overall showed support for the application. The next meeting is tentative for October.
- South Gulf Cove Community Plan
 - The committee was granted sunset status by the BCC in July 2013. This item will be removed from future reports.
- Grove City Community Plan
 - The committee has cancelled meetings for the summer. The next meeting will be Oct. 28, 2013.
- Babcock Ranch
 - Staff is processing a Notice of Proposed Change. That item has been through reviews and the applicant is still revising the NOPC to address State and local concerns.
 - A Draft zoning code was submitted for staff review. Staff has met with the Babcock representatives on June 18 and reviewed the document. Further discussions took place on July 8. Staff and Babcock came to agreements on items to be included in the new code and the Babcock representatives are revising the document. A new meeting will be scheduled when the Babcock representatives indicate they are finished.
- Murdock Village
 - Staff is waiting for direction on this project.
- School Concurrency
 - The working group will begin meetings again at the end of September.
- Comprehensive Plan Evaluation and Appraisal Report (EAR)
 - Staff continues to work on EAR-based plan amendments.
- Transportation Planning
 - The following transportation planning and traffic engineering related issues were reviewed to assist the Planning and Engineering staff during the month of August 2013:
 - Bicycle and Pedestrian Master Plan: Final review of bicycle lanes design plans in the County, especially on Parade Circle and Rotonda East, West and North Boulevards along with the Sidewalk designs.
 - Site Plans, Zoning Exceptions and Traffic Study Reviews:
 - DRC-PF-13-08 – Viktorova Office and Warehouse Complex - Preliminary and Final
 - DRC-P-13-09 - Coastal Chiropractic - Preliminary
 - Meetings and Field Visits:
 - Finalization of the added roadways' functional classification in the County before going to MPO board for approval
 - Impact Fee Study – Draft review of the analysis and draft fee schedule with the Consultant
 - Numerous field visits to address the Call tracker items as well as Citizens direct request pertaining to the traffic/ transportation issues in the County
 - Parkside Harbor Blvd Re-design – Meeting with the Southwest Florida Water Management District (SWFMWD) on the Harbor Boulevard re-design and mitigation needs; Finalization of the options/alternatives for harbor Boulevard in the Parkside CRA based on the input from SWFMWD; and final review of consultant on the draft design scope of services per the BCC's recommendations.
- Site Plan Approval
 - The County received 6 petitions and all were approved.
 - 3 were project conferences (no decisions – discussion only)
 - 1 – preliminary – approved
 - 1 – final – approved
 - 1 – PF - denied
- Board of Zoning Appeals
 - The Board of Zoning Appeals heard the following petition on August 14, 2013, and made the following decisions:

- Petition #SE-13-006:
A request by Devswdrupdas Devprasad, agent for Florida Land & Properties, LLC, for a special exception to allow a mobile home, to be used as a residence, in the Agriculture Estate zoning district, located at 16951 Tamiami Trail in Punta Gorda, was APPROVED by a vote of 4-0.
- Petition #SE-13-009:
A request by William Frazer, agent for Beecher Brewing Company, for a special exception to allow a micro-brewery, in the Commercial Intensive zoning district, located at 611 Charlotte Street in Punta Gorda, was APPROVED by a vote of 4-0.
- Petition #SE-13-010:
A request by James Herston, agent for Nichelas Panko, for a special exception to allow an ACLF, consisting of 72 beds, in the Residential Multifamily-15 zoning district, located at 232-236 Rotonda Boulevard West in Rotonda West, was APPROVED by a vote of 4-0.
- Planning and Zoning Board:
 - The Planning and Zoning Board heard the following petition on Monday, August 12, 2013 and recommended approval:
 - Z-13-05-09
An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas from Residential Single-family 3.5 (RSF-3.5) to Office, Medical and Institutional (OMI), for property located at 19076 Cochran Boulevard, in the Port Charlotte area, containing 0.3± acres; Commission District IV; Petition No. Z-13-05-09; applicant: DeFilippis Land Holdings of Florida, LLC; providing an effective date
- Board of County Commissioners Land Use
 - The Board of County Commissioners did not have a meeting in August.
- The Engineering Division
- Construction Projects
- Active Construction Projects:
 - Bridge Rehabilitation & Maintenance Program – This project represents a comprehensive maintenance program for Charlotte County Bridges. The two year program provides for cyclical maintenance of Bridges and will range from minimal Bridge maintenance to complete Bridge replacement (to be budgeted separately). Currently, three (3) bridges in Northwest Port Charlotte are being reviewed for Slope Pavement repairs/replacement: Bridges 014040, 014047 and 014052.
 - The BCC approved the award of this contract to Quality Enterprises on July 23, 2013. This project provides for the replacement of five Bridge slope pavements in Northwest Port Charlotte: Two slope pavements located on Eisenhower Avenue over the Cheshire Waterway, two slope pavements located on Chamberlain Boulevard over the Markham Waterway, and one slope pavement located on Eleanor Avenue over the Ingersoll Waterway. The Notice to Proceed was issued for September 16, 2013.
 - Buena Vista Waterway Maintenance Dredging – The Buena Vista Grassy Point Waterway MSBU committee requested a survey of the access channels. Based on data collected, the committee wishes to seek engineering design and permitting for dredging of access channels. Construction is dependent upon the outcome of the engineering services contract. Due to the fact that Coastal Engineering may not add construction related services to post Tropical Storm Debby restoration, Stantec will assume the role and provide construction services under a separate account.
 - The Contractor began dredging the Sunrise Waterway. The sand from that area will be added to the beach at the Charlotte County Beach Complex. Upon completion they will dredge the mouths of the three other canals and temporarily place the dredged material on County property located on Lister Street which will be trucked to the landfill.
 - Desoto Ditch Bank Stabilization – Subsequent to clearing the canal banks, it was discovered that the slopes had degraded resulting in erosion. Design and reconstruction of the slopes is necessary to prevent future degradation.
 - Construction of the northernmost 300' of the ditch was completed March 1, 2013 prior to Florida Scrub Jay nesting season. Construction resumed on the north end in August and began with Gopher Tortoise relocations. The projected completion date is February 1, 2014.

- Harbor Boulevard Sidewalks – This sidewalk will be installed on Harbor Boulevard from an existing sidewalk close to Midway Boulevard to an existing sidewalk on Veterans Boulevard. Design includes crossings at Peachland Boulevard and Quesada Boulevard. This will also provide a link to the newly constructed sidewalk along Midway Boulevard as well as a link to future sidewalks in the Parkside area. This will be an integral part of a network of sidewalks planned for the Port Charlotte Area.
- The contractor is working aggressively on this project beginning at Veterans Boulevard moving southward towards Harbor Boulevard and Peachland Blvd. Directional bores have been installed under all of the side streets; crews have begun installing drainage catch basins and pipes. County staff is coordinating with School Board transportation staff to ensure that school bus stops and sidewalk construction are not in conflict. We are at approximately 30% of the contract time and 30% of the construction has been completed.
- *PSA issued 6/10/13 – expires 12/09/2013: Construction of the Harbor Boulevard Sidewalk, from Veteran’s Boulevard to Midway Boulevard, will begin on Monday June 10, 2013. To carry out this work, the contractor may need to shift traffic patterns. There will be traffic signs and flagmen present when needed and citizens are urged to use caution when traveling in this area. Sidewalk construction will continue through December 2013.*
- Northwest Port Charlotte Exterior Channel Dredging – This project will facilitate safe navigation by providing new access channels into the waterway system and connecting them to the Myakka River navigation channel.
- The Army Corps of Engineers and Florida Department of Environmental Protection permit authorizations have been finalized for this project. The preconstruction meeting was held and temporary spoil sites have been secured. Construction began July 17, 2013 and will continue through January 2014. They are currently dredging in the Apollo Waterway and the Main access channel.
- Rampart Boulevard Improvement Project – This project provides for the design and expansion of Rampart Boulevard from a two-lane to a four-lane roadway, from .5 miles west of the I-75 Corridor to Loveland Boulevard. This project includes intersection modifications at Kings Highway, sidewalks, and street lights. Construction is complete at the intersection of Kings Highway; the new lanes are open to traffic.
- Phase 2: (Kings Hwy to Kings Gate Entrance) Construction continues east of the intersection to Kings Gate entrance. Traffic has been switched to the new west bound lanes while the contractor works on the east bound lanes. The project is scheduled to be completed in the fall of 2013.
- *PSA released 8/15/13, expires 8/31/2013 - Due to on-going construction activity associated with the Rampart Boulevard widening project, traffic will be re-routed to the new lanes on Monday afternoon, August 19, 2013, as construction moves to the south side of the roadway. The traveling public is reminded to exercise caution throughout this construction zone.*
- South Burnt Store Lighting & Landscaping – This project is to provide beautification and enhance entries to Burnt Store Lakes. It includes installation of landscaping and decorative lighting at the request of the property owners within the South Burnt Store MSBU. Funding is provided from assessments in the South Burnt Store Street and Drainage Unit.
- Trees have been planted and the light boxes are forthcoming. Contract is for 150 days with a completion date of December 5, 2013.
- Suncoast Waterway Maintenance Dredging – This project is designed to facilitate safe navigation within the Suncoast Waterway system by removing 18,000 cubic yards of silted material. The temporary spoil sites have been secured and prepared for use. Dredging is underway and will continue through February 2014.
- Sunnybrook Boulevard Sidewalks – This sidewalk will be installed from South Access Road to Boundary Boulevard and will connect to future sidewalks on Oceanspray and Gulfstream ending at a future sidewalk on Boundary Blvd as part of a Safe Routes to School Program funded by the Florida Department of Transportation.

- A pre-bid meeting was held June 4, 2013 and bids were opened on June 19, 2013. The Board of County Commissioners awarded the construction contract Frederick Derr & Company on July 23, 2013. The preconstruction meeting was held August 7th and construction is projected to begin in late August 2013.
- Sunshine Lake Algae Removal – Sunshine Lake has had a habitual issue with an algae problem. Based on the water quality study that was completed, it was determined that the next course of action to help correct the problem would be to dredge the algae from the lake. After the lake is dredged, re-charge wells will be installed (via a separate contract) in order to maintain active water flow through the lake.
- Algae removal is underway. The process is going smoothly however algae removal is taking the contractor longer than had originally anticipated. A change order is being processed to extend the contract time through January 1, 2014. Once the algae has been removed, the County shall initiate installation of a recharge well at the north end of Sunshine Lake and a second recharge well to be located adjacent to McGuire Park. Engineering staff attended a permit pre-application meeting with SWFWMD pertaining to the installation of a weir structure to be located within the lake/canal system. Staff is developing the scope of services and construction costs to seek both funds and authorization to from County Administration and the BCC.
- In Design or Negotiation:
 - Burnt Store Road Widening Project Phase Three – This Project consists primarily of engineering design and plan preparation services for the widening of Burnt Store Road, between the Lee County Line and a point north of Zemel Road, from a two-lane undivided rural typical section to a four-lane divided suburban typical section. The Project will be comprised of determination of alignment, evaluation of typical section alternatives, stormwater management and drainage improvements, application of access management standards, bicycle/pedestrian facilities, a signalized intersection, (may include street lighting) and utility relocations, additions, and adjustments. Charlotte County Real Estate Services is in the process of acquiring property along Burnt Store Road between the Lee County Line and a point north of Zemel Road.
 - The construction bid documents are currently with the Purchasing Department for technical specification review. When the package is deemed complete it will placed on the Purchasing website with bidding information.
 - Charlotte Harbor Gateway Harbor Walk, Phase One – This project is to design and construct pedestrian and boater access to Charlotte Harbor. The Charlotte Harbor Community Redevelopment Area (CHCRA) is interested in providing continuous pedestrian access from Bayshore Live Oak Park to Chester Roberts Park and to improve boater access to the harbor.
 - A request for the advancement of funds will be resubmitted to the Florida Department of Transportation (FDOT) after the Transportation Bill is approved.
 - CR 771 (Gasparilla Road) Widening – The purpose of this project is to widen CR 771 (Gasparilla Road) to a four-lane divided roadway, from SR 776 to the vicinity of Rotonda Boulevard East. The project will include the installation of sidewalks and bicycle facilities.
 - Charlotte County received the 60% Bridge design plans for review. Permitting and design is projected to be completed in early 2014 with construction beginning in the summer of 2014.
 - Edgewater Drive Widening Phase Two – This project will widen Edgewater Drive, between Harbor Boulevard and Midway Boulevard, to a four-lane arterial roadway, designed to better serve the central portion of the County and accommodate anticipated traffic growth in the corridor. The project will include replacing three bridges (West Spring Lake Waterway, East Spring Lake Waterway, and Sunrise Waterway) and improving five intersections, four of which will be roundabouts. Improvements include a raised median, curb and gutter, sidewalks/bike lanes, and landscaping.

- 100% design plans have been received and are under review, except for the Roadway Lighting and Harbor Boulevard signalization plans, which have conflicts with FPL facilities. Once the revised plans are submitted they will be reviewed; when the review is complete the package will be submitted to the Purchasing Department in preparation for bid solicitation. Charlotte County Utilities' staff submitted Permit Applications for the construction of the proposed water distribution and wastewater collection systems. The BCC approved a change order to include a round-about in the design of the West Tarpon Intersection; the revised design requires a permit modification. Construction is estimated to begin in March 2014.
- Gardens of Gulf Cove Sidewalks – The Gardens of Gulf Cove MSBU Committee requested that sidewalks be installed from the current end of the sidewalk on Coniston Street to Englewood Road and on Coliseum Boulevard from Englewood Road to Drucker Circle.
- 100% design plans and bid specifications are expected September 21, 2013. Bid Documents are projected to be in the Purchasing Department in mid-October 2013 in preparation for bid solicitation.
- GPC Bridge Rehab – Sheehan Blvd Over Yale Waterway – This project will rehabilitate the existing Bridge on Sheehan Boulevard over the Yale Waterway. The existing Bridge was built in 1968 therefore the Bridge deck and rails are substandard. Sales Tax Funds will supplement MSBU Funds allowing for the inclusion of sidewalks on both sides of the Bridge. The rehabilitation will widen the structure to accommodate sidewalks, replace the bridge deck and install a barrier wall. 90% design plans have been received and are being reviewed. Construction is estimated to begin in early 2014.
- Harborview Road Bridge Over DeSoto Canal – This project is to design and construct a replacement for the DeSoto Canal Bridge on Harborview Road approximately 0.35 miles east of Rio de Janeiro Avenue.
- The Pre-Bid Conference was held July 18, 2013 and the Bid Opening was held August 7, 2013. The construction contract is going before the BCC on September 10, 2013 to award and execute this project to the lowest responsive, responsible bidder. Construction is anticipated to begin in October 2013.
- Midway Boulevard Widening Phase Two – This project will complete the widening of Midway Boulevard between Sharpe Street and Kings Highway. Downstream stormwater improvements are required before widening this section of the corridor. This project includes increasing the drainage capacity under US 41 at three locations in addition to the widening of Midway from Sharpe Street to Kings Highway.
- The design engineer submitted the plans to Southwest Florida Water Management District (SWFWMD) for review in conjunction with a permit application. Design/Permitting is projected to be completed in early 2014 with construction projected to begin in the summer of 2014.
- Parkside – Aaron Street Sidewalks – This sidewalk will be installed on Aaron Street from an existing sidewalk on Gertrude Avenue to an existing sidewalk on Harbor Boulevard. This design will link a large network of sidewalks that already exist and that are planned for the Parkside area.
- This project is on hold until funding has been allocated.
- Parkside – Elkcam Boulevard Multi Use Path – The Community Development Engineering Division will oversee the Design, Project Management, Inspection Services and Permitting of a 10' multi-use sidewalk with street (shade) trees along the west side of Elkcam Boulevard and decorative trees on the east side. Charlotte County Utilities will construct this project.
- The County is currently seeking an Environmental Resource Permit from SWFWMD. The construction and landscape plans are 100% complete pending SWFWMD approval.
- A change order was previously added to include landscape design including street trees, irrigation, and associated design specifications. Charlotte County and Johnson Engineering staff met with the Parkside CRA Tree Committee and the following trees were chosen: Street trees - Live Oak, Sweet Gum & Sycamore. Decorative trees: East Palatka Holly, Fringe Tree & Walter Viburnum.

- Parkside – Harbor Boulevard Improvements (US 41 to Olean Boulevard) Phase 2 – This project is to conduct a Road Feasibility and Traffic Study (Phase 1) followed by design of roadway improvements (Phase 2) to Harbor Boulevard from US 41, including gateway, to Olean Boulevard. The design will include multi-use paths, curb and gutter, wayfinding, and other amenities.
- On July 23, 2013 the Board of County Commissioners approved the Harbor Boulevard Improvements project. The improvements will consist of a four lane divided roadway to include a 16' – 20' raised median this will provide safer turning movements, 8' – 10' multi use paths on both sides, landscaping, decorative lighting, wayfinding and a gateway feature. Utility improvements are included in this project. Currently staff is negotiating with the design consult for the scope and fees for the project. Phase 1 of the Parkside-Harbor Boulevard Improvement project is complete.
- Placida Road – The original scope of this project was to widen Placida Road from a two to a four lane divided roadway from Cape Haze Drive to the Boca Grande Causeway with curb and gutter, sidewalks, and bike facilities. The BCC decided to postpone road widening to a future date, and redesign the project to incorporate safety improvements. It was also decided to advance the sidewalk/multi-use trail portion of Phase 2 to be worked concurrently with Phase 1.
- Phase 1 – Rotonda Blvd. West to Cape Haze Drive – Design plans are in progress to provide for safety improvements including a 2.9 mile bicycle-pedestrian path from Rotonda Boulevard West to Cape Haze Drive, intersection improvements at Lemon Bay Golf Course, Bantry Bay, Cape Haze Drive and Panama Drive and resurfacing of Placida Road from Rotonda Boulevard West to the Boca Grande Causeway.
- The Scope of Services for the change order is complete. We are now in the process of reviewing and negotiating the fee structure. We expect to bring this before the BCC for approval in September 2013. Design is projected to be completed in January 2014 with construction starting in June 2014.
- Phase 2 - Cape Haze Dr. to Boca Grande Causeway – The design contract was awarded to Giffels-Webster Engineers on July 17, 2013. Design will continue through January 2014 and is approximately 13% complete. Construction is projected to begin in June 2014.
- Rotonda Boulevard Sidewalks – Three sidewalks are being funded through the Rotonda MSBU. Sidewalks will be installed from Parade Circle to Rotonda Circle on Rotonda Boulevard East, Rotonda Boulevard North and Rotonda Boulevard West. These three sidewalk projects were going to be grouped together as one project however this plan has been modified; Rotonda Boulevards East and North will be advertised as a single project and Rotonda Boulevard West will be advertised separately.
 - East & North – The East and North sidewalk project package was sent to the Purchasing Department on July 24, 2013 to begin the procurement process.
 - West – We are working through some utility conflicts on the Rotonda Boulevard West sidewalk project.
- Sales Tax Year Two (Gulf Stream) Sidewalks – This sidewalk will be installed from an existing sidewalk on Gulfstream Boulevard at Snow Drive continuing to Sea Mist Drive. The design includes a connection to a future sidewalk on Sunnybrook Boulevard. A critical design element to this project is a pedestrian bridge over the Sea Mist Waterway. This project will enter the bid process as soon as an inspector becomes available.
- Sales Tax Year Two (Sheehan) Sidewalks – This sidewalk will be installed from an existing sidewalk on Peachland Boulevard to an existing sidewalk on Noble Terrace. This design will include a connection to a recently constructed sidewalk at Alton Road. We are working with Charlotte County Utilities to include water facility improvements in conjunction with this sidewalk project. Pedestrian facilities will be added to the Bridge on Sheehan Boulevard.
- 100% design plans and bid specifications were received in May 2013. The construction start date is pending Engineering Inspector availability. This project will enter the bid process as soon as an inspector becomes available.

- Sales Tax Year Three (CR 74) Sidewalks – This sidewalk will be installed on County Road 74 from US 17 to Westminster Street in the Charlotte Ranchettes. Design includes a connection to a recently constructed sidewalk at US 17.
- We received the SWFWMD permit for this project and anticipate design to be complete by late-August 2013. Construction is projected to begin in February 2014 contingent upon inspector availability.
- Sales Tax Year Three (Ellicot) Sidewalks – This sidewalk will be installed on Ellicot Circle from Midway Boulevard to US 41. Some unique challenges this project faces is very limited right of way. The design firm is still working through some permitting issues. The construction start date is pending permitting and inspector availability.
- Sales Tax Year Three (Oceanspray) Sidewalks – This sidewalk will be installed on Oceanspray Boulevard from a future sidewalk on Sunnybrook Boulevard to an existing sidewalk on Gulfstream Boulevard. Design includes a crossing at Spinnaker Boulevard. This will be an integral part of a network of sidewalks planned for the Englewood East/Rotonda Area. The construction start date is pending Engineering Inspector availability.
- Sales Tax Year Three (Rio De Janeiro) Sidewalks – A sidewalk will be installed from an existing sidewalk on Rio De Janeiro Avenue at Rampart Boulevard to a future sidewalk on Deep Creek Boulevard. Design includes a connection/crossing to a future sidewalk at Sandhill Boulevard. This is an integral part of a planned sidewalk network in the Deep Creek area.
- An FPL Right of Way Consent Agreement was approved by the BCC on July 23, 2013 granting temporary right of entry to the project site. Conditional approval to construct the project in a known scrub-jay area has been secured. The pre-bid meeting was held on June 24 and Bids were opened on July 24, 2013. The bid approval will go before the BCC in September and Construction is projected to begin in late September 2013.
- Sales Tax Year Three (Riverside Drive) Sidewalks – This sidewalk will be installed on Riverside Drive from Marlympia to Cleveland Drive. Design includes a connection to a recently constructed sidewalk on Florida Street.
- The design engineer completed and delivered the 30% plans for staff to review on August 2, 2013.
- Tom Adam's Bridge – Phase 2 of the Tom Adams Bridge Rehabilitation will replace the tender house, electrical, and mechanical equipment. The proposed tender house will provide visibility of traffic and pedestrians approaching the structure when the bridge is being opened or closed. Currently, the bridge tender's view is obstructed. Design consultants are preparing construction plans and permit applications.
- The 60% design plans have been reviewed and the consultant has begun preparation of the 90% plans which should be submitted by September 8, 2013. Renderings from the Public Meeting held January 16, 2013 are available on the Project Status Updates Web site. Construction is projected to begin in January 2014.
- Winchester Corridor Phase Three – This project includes the construction of a new 4 lane divided roadway from SR 776 to Placida Road (CR 775). Construction of the Winchester Roadway project should begin in late 2013. While construction is ongoing, the final design and permitting of the intersection of SR 776/Winchester will occur. Towards the end of construction of the roadway, the intersection improvements will be rolled into this project and constructed.
- This project is currently out for bid. The pre-bid conference was held August 7 with bid opening scheduled August 28, 2013. The pre-bid meeting was well attended and we are preparing responses to questions asked by various contractors.
- Coastal Projects:
 - Alligator Creek 6' Dredging Project – The Alligator Creek Waterway Committee requested that the County design and apply for a permit to dredge the navigable waterways within the Alligator Creek MSBU to a depth of -6 feet. It is anticipated that a significant amount of time may be required to negotiate with the Florida Department of Environmental Protection (FDEP) to issue permits for the dredging within the Alligator Creek to a depth greater than -5 feet, which is the depth for the current permit. This project also includes maintenance dredging to existing permitted conditions.

- Coastal Engineering is in the process of gathering data for a permit application; they are currently conducting the environmental resource survey. Permitting is anticipated to be completed by January 2014.
- Manchester Waterway Maintenance Dredging – Maintenance dredging will be conducted within the Manchester Waterway to provide safe navigation to the citizens who utilize the waterways. Johnson Engineering is gathering survey and historical data to prepare the permit application for maintenance dredging of the area.
- Permit applications were submitted to the Florida Department of Environmental Protection (FDEP) and the Army Corps of Engineers (ACOE). The FDEP permit was issued however the ACOE permit is still pending. The bid process is on hold until October 1, 2013 due to budget constraints.
- South Gulf Cove Turn Basin – The South Gulf Cove Waterway Committee requests to permit a turn basin outside the lock complex to aid boaters in holding position while the lock is in use. From outside the lock, the only existing location for vessels with any substantial size and draft to hold position is in the channel. Due to the channel width, this poses a potential hazard notably during high winds or seas. The creation of a turn basin will aid boaters by providing sufficient space to hold position until the lock is free of other vessels.
- Preliminary plans have been reviewed and commented on. Meetings with the Permitting Agencies were productive and the consultant is in the process of compiling the permit application.
- Stump Pass Monitoring & Maintenance Dredging – This project provides for continued monitoring as required by permitting for dredging of Stump Pass that re-established the 1980 channel alignment and provided for re-nourishment of critically eroded beaches. To maintenance dredge Stump Pass and re-nourish beaches approximately every three years.
- An engineered structure will be installed at Stump Pass to improve program performance. In the permitting process, an Adaptive Management Plan Strategy will be employed to provide options for modifications to structure(s) placed with initial construction or installation of additional structures in the future in response to beach and inlet management activities and storm erosion impacts.
- Easements associated with the project are being re-established. An FDEP funding agreement is scheduled to go before the BCC for approval on September 10, 2013 which will provide grant funds to supplement County funds for erosion control. We are also looking to utilize Restore Act Funds when those funds become available.
- Drainage Projects:
 - GPC Drainage Control Structure Replacement – This project provides for the design and permitting of six water control structures in Greater Port Charlotte (GPC). Four of the structures are in the Little Alligator Basin--SUN3.65 (Forrest Nelson at the Sunset Waterway), DOR4.75 (Bachmann Blvd at the Dorchester Waterway), MOR5.08 (Bachmann Blvd at the Morningstar Waterway), and HAV4.33 (Quesada Ave at the Haverhill Waterway). The other two structures, FOR5.11 and NIA5.72 (Peachland Blvd at the Fordham Waterway and the Niagara Waterway) are in the Fordham Basin. These structures were bid in two groups: Group 1: DOR 4.75, MOR 5.08, HAV 4.33, and Group 2: SUN 3.65, NIA 5.72, and FOR 5.11.
 - Group 1 structures - construction is complete.
 - Group 2 structures - design is complete; construction is anticipated to begin in October 2013 which will affect traffic patterns on Peachland Blvd (2 structures) and Forrest Nelson Blvd (one structure).
 - Little Farm Road Culverts – The scope of this project is to design and permit culverts to replace the concrete swaled portion near the end of Little Farm Road.
 - 60% design plans and revised calculations are currently being reviewed by staff. The consultant is revising the model in an attempt to reduce the number of culverts to be installed under the road. As of August 21, 2013, the consultant is still trying to get a revised model to work with water district requirements.
 - Newgate Waterway Spoil Removal – The Newgate Waterway has several large silt deposits and overgrown vegetation within the limits of the water line. This accumulated material is causing an adverse impact on the stormwater conveyance system and needs to be removed.

- Design is underway and consists of determining how much sediment needs to be removed as well as defining access points and the means and methods of construction. The design consultant is in the process of compiling information including sediment borings to complete the permitting process. A change order is being processed to cover the cost of the additional permitting required for the revised project parameters.
- US 41 Storm Structures – This project involves engineering and permitting for the directional drilling of culverts under US 41 at the Fordham, Elkcam, and Pompano Waterways; replacement of culverts at the North and South US 41 Access Roads, within the Pompano Waterway; replacement of a stand-alone weir across the Elkcam Waterway, north of the US 41 Access Road; and replacement of a stand-alone weir across the Fordham Waterway, north of the US 41 Access Road.
- Bids have been received for this project. County staff members are currently reviewing the bids and will make a recommendation to the Board of County Commissioners for approval. Construction is projected to start in late 2013.
- Lighting Projects - Charlotte County CIP Projects:
 - Burnt Store Lakes (South Burnt Store Lighting & Landscaping) MSBU Decorative Lighting Project – plans and technical specifications reviewed and commented on. This project has been awarded to On-power Services and the preconstruction meeting has been held. Catalog cuts have been received and approved.
 - Burnt Store Road Project – (Pedestrian Features – preemption conflict with Seminole Gulf Railroad) Met with County staff to discuss engaging an Engineering firm to provide final timings for the railroad pre-emption and forward them to FDOT for approval and then to Seminole Gulf Railroad for design. 90% plan review is underway.
 - CM at Risk - Flamingo/SR 776, & Winchester/Placida – Traffic signals placed at SR 776/Flamingo reached final acceptance. Traffic signals at the future intersection of Winchester/Placida are nearing completion; final punch list is underway.
 - Edgewater Phase Two – Traffic signal plans have been revised and are under review.
 - Harbor Boulevard Sidewalk Project – lighting inspection is underway for ITS conduits for fiber optic cable and pedestrian enhancements to the traffic signal at Peachland.
 - Rampart and Kings Highway – All phase 1 work has been installed and phase 2 conduits are being installed. Traffic signal work is complete but still awaiting installation of incident management camera. Eight light pole bases have been installed; waiting for roadwork to complete before installing the remainder of the light pole bases.
- Lighting Projects – Departmental Projects (June 13-July 15, 2013):
 - Fiber optic maintenance continues in all traffic signal cabinets; jumpers replaced, fiber cleaned and wick checked for operation.
 - Repaired fender lights on the Tom Adams Bridge.
 - Repaired 25 non-functional roadway lighting poles.
 - Repaired several decorative entrance way lights on Cape Horn Blvd for the MSBU.
 - Offsite improvements began for Placida/San Casa (Dollar General Store); inspection underway.
 - Working to incorporate IT fiber and ATMS fiber into one pull box and allow IT additional fiber as part of replacement runs after eliminating COMCAST contract. Ongoing.
 - Repaired broken sign bracket at SR 776 and Gillot.
 - Responded and repaired sensors at the South Gulf Cove boat locks.
 - Traffic signal preventative maintenance was performed at the following locations:
 - US 41 SB @ Marion Avenue
 - US 41 SB @ Virginia
 - Cooper @ Carmalita
 - Cochran @ Education
 - Veterans @ Murdock
 - Placida @ Lemon Bay High School
 - Placida @ Rotonda West
 - Placida @ Access to Merchants Crossing
 - Replaced several damaged pull boxes for the City of Punta Gorda's multi use trail project..

- Replaced two defective/damaged Coho incident management cameras with two Bosch incident management cameras.
- Replaced several small broken pull boxes at US 17 and Marlympia.
- Installed countdown pedestrian display at Placida and Lemon Bay High School and replaced walk signs.
- Converted school flasher at Charlotte Street and Elizabeth Street to solar for the City of Punta Gorda.
- Programmed all school flashers for 2013/2014 School Year.
- Locates Performed:
 - 170 requests for underground utility locates were received, generating 93 tickets for locates.
- Trouble Calls:
 - 17 trouble calls received, responded to and problems of various natures resolved.
- Lighting Projects – FDOT Projects (June 13 – July 15, 2013):
 - SR 776/Gulfstream Phase 4 - Lighting plans are complete. The preconstruction meeting was held July 30, 2013 and the project is advertised for bid– awaiting construction to begin.
- Miscellaneous Projects:
 - Manasota Key Community Plan Design – The Manasota Key MSBU Committee requested the development of a Community Plan including, but not limited to, sidewalks, bike paths, crosswalks and lighting. Weiler Engineering held a community meeting on March 26, 2013 at Lemon Bay High School. Another community meeting will be held in September 2013 to gather additional input and final plans should be completed in October 2013.
 - Manchester Lock Education - This is an educational based program that was required by the Department of Environmental Protection as part of the Manchester Lock System removal. Charlotte Harbor Environmental Center has been contracted to provide water quality education to elementary age school children throughout Charlotte County. Elementary school class trips in the Alligator Bay Education program were conducted in April 2013 with 131 people attending the program. This is an ongoing, annual project designed to educate students and their parents about water resources. They learn what actions they can take to protect our community's natural water resources and the environment.
 - National Pollution Discharge Elimination System – The purpose of this project is to reduce adverse impacts to water quality and aquatic habitat by instituting the use of controls on unregulated sources of stormwater runoff into Charlotte Harbor. Minimum project requirements are public education and outreach, public participation/involvement, construction site runoff control, and pollution prevention. The permit includes coordination with the Charlotte County School Board, Airport Authority, Florida Department of Transportation, and City of Punta Gorda. A new Notice of Intent (NOI) for cycle three has been approved and became effective January 1, 2013 - expires December 31, 2017.
 - Rotonda West Bridge Lighting – The Rotonda MSBU Committee requested electricity to five Bridges that cross the Rotonda River. Locations are: Boulevard East, Boulevard West, Boulevard North, Cape Haze Drive and Rebel Court.
 - The MSBU Committee met with County staff on September 4, 2013 and approved the plans and specifications as submitted. Bid documents are expected to be in the Purchasing Department in preparation for bid solicitation in mid-September 2013.
 - Rotonda West Drainage Study – This drainage study is being conducted at the request of the Rotonda MSBU Advisory Committee. The study includes data gathering, modeling of the existing drainage system, and recommended drainage improvements.
 - The final drainage study report has been received by the County. Authorization was received from the MSBU committee for the consultants to start on Task 2 of the scope of services which includes developing an improvement plan to existing conditions and a project budget analysis which is underway. Staff met with the consultant to discuss the Task 2 draft report. The report will be presented at the next Rotonda West MSBU meeting in September 2013.
 - Rotonda West Entrance Way Signs – This project will provide new signs at seven (7) locations throughout the community. Signs will include landscaping and lighting. Funding is provided from assessments in the Rotonda West Street and Drainage Unit.

- 100% design plans and technical specifications are under review. Staff met with the MSBU committee on September 4, 2013 and the MSBU committee is moving forward with the plans and specifications as submitted. Bid documents are underway and will be sent to the Purchasing Department for bid solicitation in mid-September. Construction is estimated to begin in the fall of 2013.
- South Gulf Cove Water Quality – The South Gulf Cove Waterway MSBU requested that the County provide water quality samples at five separate locations throughout their canal systems. This is an ongoing program with sampling conducted every quarter. An annual presentation is made to the MSBU regarding the status of the water quality. Benchmark Labs provides water sampling and test results while the Charlotte Harbor Environmental Center (CHEC) compiles the raw data and prepares an annual report. CHEC presented the annual report to the MSBU at their regularly scheduled meeting in May 2013.
- Sunshine Lake Recharge Wells – Upon completion of the Sunshine Lake Algae Removal project, the County shall initiate installation of two recharge wells to maintain active water flow through the lake. A recharge well will be located at the north end of Sunshine Lake and a second adjacent to McGuire Park. The contract documents are currently being finalized.
- Sunshine Lake Water Level Control Structure - The purpose of this project is to design and construct a water control structure at the downstream end of the Sunrise Waterway to restore and enhance the water quality of Sunshine Lake. This project is being conducted in response to recommendations received from the Sunshine Lake Water Quality Study.
- Construction plans and the Environmental Resource Permit (ERP) application package are at 90% and should be submitted to SWFWMD in July 2013. Construction is projected to begin in the spring of 2014.
- Paving Projects:
 - 2012 North/South Paving Program – This program provides for the resurfacing of roads in Greater Port Charlotte, the Road & Bridge District, Burnt Store Village, and Tropical Gulf Acres.
 - Paving is complete in Burnt Store Village, Tropical Gulf Acres, Midway Areas 3, 4, 5, 6, Peachland Area 1, Elmira area 1 and Hillsborough area 9. Peachland, Midway, and CR-74 Road and Bridge paving is also complete. The Contractor is currently paving in the Greater Port Charlotte area. As of August 12, 2013 the total asphalt placed for this contract is 140,155 tons. The Greater Port Charlotte District is approximately 95.6% complete; once this district is complete the Contractor will be working to complete the change orders for this contract. The contractor is working on restoration, however due to inclement weather this process is taking longer than projected.
 - 2012 West County Paving Program – This program provides for the resurfacing of roadways in Gulf Cove, Rotonda Lakes and Rotonda Sands.
 - The paving operation is complete in Rotonda Sands and Rotonda Lakes and continues in Gulf Cove. As of August 12, 2013 the contractor has placed approximately 57,208 tons of asphalt in this district, which is approximately 74.4% complete. The contractor is working on restoration, however due to inclement weather this process is taking longer than projected.
- Traffic Signing & Marking accomplishments:
 - Herbicide = 7082 signs/guardrails
 - Legends Installed = 372
 - New Signs Installed = 22
 - Marine Markers Repaired = 19
 - Reflective Pavement Markers Installed = 627
 - Road Striping = 274,371 Linear Feet (51.9 Miles)
 - Signs Inspected = 5,869
 - Signs Manufactur ed = 228
 - Signs Repaired = 1,141
 - Speed Studies = 16
 - Traffic Counts = 33 stations
 - Trouble Calls (after hours) = 7
 - Maintenance of Traffic Reviews = 11

- Clipping = 32,358 Linear Feet (6.1 Miles)

Community Services

- Administration
 - Administrative staff answered and fielded 503 telephone calls, responded to 15 webmail inquiries, processed 7 citizens action forms, 10 accident and 5 incident reports, 3 damaged and missing items reports, distributed 6 press releases
 - Supported 3 Advisory Boards
 - Promotional and Marketing Activities
 - (2) in-studio appearances on the Golden Hippo radio show on WCCF
 - Lacey Solomon – South County Regional Park fall programming
 - Elizabeth Spicer – Bayshore Labor Day Scavenger Hunt, Beer and Wine Fest
 - Clear Channel Radio Spot: Moonlight / Movie Night Swims
 - ½ page ad in the Parrot Magazine promoting activities
 - Facebook Reach - 275 Page Likes
 - Produced and distributed 3,594 marketing and promotional items
 - Visitor's Center (Jones Loop Road) review Meetings
 - Internal Parkside CRA
 - Parkside Festival Committee
 - Review of CPTED Recommendation for PC Beach with CCSO
 - Meetings
 - Parkside Festival Committee
 - Internal Parkside CRA
 - Charlotte Harbor Grand Prix / SBI
 - Englewood Pirate Invasion
- Libraries & Historical Monthly Report
 - Numbers:
 - 65,792 items were checked out County-wide
 - 55,527 visitors for the month of August-this is typically a “slow month”, not this year
 - 6,917 people used computers, lap top use is also growing but not counted
 - 210 adults and teens attended 16 library programs in August, financed by the Friends
 - 85 children attended 5 programs also financed by the Friends
 - 176 adults joined the adult summer reading program
 - 148 volunteers worked 1,593 hours at libraries & 10 volunteers worked 155 hours at Historical Center
 - 692 patrons requested PC assistance
 - A. Shepherd re-cataloged 1044 items for our labeling project
 - Englewood Charlotte Library welcomed 116 program attendees in August.
 - Punta Gorda Library welcomed 109 people to the Local Author Table
 - Historical Center is training new volunteers to help with the Archive
- Recreation
 - The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1350 hours and served over 6,992 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 1405 with 3270 touches combined. Recreation facilities were rented 23 times achieving a rental attendance total of 1800 people.
- Charlotte Sports Park:
 - The Charlotte Sports Park hosted seventeen (17) home games for the Charlotte Stone Crabs on the following dates with a total attendance of 11,706. Unfortunately, two of the games were cancelled due to inclement weather.

Friday	8/2/2013	647	
Saturday	8/3/2013	761	
Sunday	8/4/2013	424	
Monday	8/5/2013	486	
Wednesday	8/7/2013	0	Rainout
Saturday	8/10/2013	1266	
Sunday	8/11/2013	444	
Monday	8/12/2013	623	Extra Innings
Saturday	8/17/2013	1449	Rain Delay/Fireworks
Sunday	8/18/2013	239	Rain Delay
Wednesday	8/21/2013	278	Doubleheader
Thursday	8/22/2013	0	Rainout
Friday	8/23/2013	551	Rain Delay
Saturday	8/24/2013	752	Rain Delay
Sunday	8/25/2013	240	Rain Delay/Extra Innings
Thursday	8/29/2013	1155	
Friday	8/30/2013	2391	Fireworks

- The Charlotte Sports Park hosted twelve (12) games of the Gulf Coast League for the Tampa Bay Rays. Two (2) of these games were played in the stadium and open to the public. The estimated attendance for the month of August was 300 fans.
- The Tampa Bay Rays hosted a youth baseball clinic, sponsored by Mosaic, at the Charlotte Sports Park on 8/10, for approximately 40 youths.
- The Charlotte Harbor Visitor & Convention Bureau hosted a meeting on Wednesday, 8/21, in the hospitality suites at the Charlotte Sports Park. The estimated attendance at this meeting was 30 people.
- The Charlotte Sports Park hosted the Florida Burn Fall Camp from 8/31 – 9/01. They utilized a total of four fields each day with estimated attendance at 400.
- Aquatics:
- Port Charlotte Beach Pool:
 - 835 paid admissions
 - 104 Pass holder visits
 - 247 Water Aerobics participants
 - Staff spent an estimated 22 hours performing In-Service Training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 30 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
- Oyster Creek Regional Park Pool:
 - 1659 paid admissions
 - 398 pass holder visits
 - 326 water exercise participants
 - Charlotte County Blue Fins practiced 5 times per week resulting in approximately 600 “splashes” for the month.
 - The meeting room was rented 5 times this month
 - The pool was rented 2 times for SCUBA instruction.
 - The Moonlight Swim Movie was cancelled 8-24-13 due to thunderstorms
 - Lemon Bay High School held their annual back to school splash party where approximately 200 seniors attended.
 - 12 different summer camps visited the pool for the first two weeks in August resulting in approximately 200 “splashes” for the month.
 - Staff spent an estimated 110 hours performing In-Service training Lifeguard skills such as conditioning swimming, rescues, First Aid/CPR/AED and Administering Emergency Oxygen.
 - Staff spent an estimated 80 hours performing facility maintenance such as pool maintenance, pulling trash and cleaning restrooms.
 - 11 students registered for Summer Swim Lessons

- JM Berlin/Rotary Skate Park at Oyster Creek:
 - Total Skaters: 383
 - Total BMX Bikers: 97
- South County Regional Park Pool:
 - 1246 paid admissions
 - 483 pass holder visits
 - 203 water exercise participants
 - Charlotte County Blue Fins held 30 swim practices resulting in approximately 1200 “splashes” for the month.
 - Charlotte High School Swim & Dive held 29 practices resulting in approximately 1160 “splashes”.
 - Charlotte High School hosted a swim meet Thursday August 29 with approximately 75 swimmers and their families attending.
- Athletic Section:
 - Charlotte County athletic leagues and athletic special events used County facilities approximately 2,197 hours in the month of August. An estimated 2,971 local athletic participants visited County facilities. Activities included Adult Softball, Adult Flag Football, Adult Tennis, Youth Football, Youth Baseball, Youth Swimming, Youth Soccer, Youth Horsemanship and Youth Softball.
 - The Harold baseball concession stand is approximately 85% complete and the softball concession stand is approximately 50% complete. Construction is on schedule.
 - Game fields are in excellent condition heading into the fall season.
 - International Baseball Championship/Nations Baseball tournament attracted 33 teams to North Charlotte Regional and Harold Avenue Park. Two teams from Tampa and one from Ft. Lauderdale participated. It is estimated there were just under 2,500 visits to the parks by participants and spectators.
 - Sports Nation Softball held an adult tournament at Carmalita Park generating approximately 420 visits to the park.
- Extension Services:
- Administration:
 - Meetings:
 - Managers Meeting – August 5th - Administration Conference Room – 1-3 pm – Mid-County Library
 - Extension Professional Association of Florida – The Director and Sea Grant Agent attended to present table-top display and abstracts, In-Service Training as well – August 26th to the 30th in Ponte Vedra Beach, FL.
 - Sustainability Team Meeting –Facilities Building in Murdock – 1:30 to 3:00 pm – Discussion on Compressed Natural Gas (CNG)
 - Best Management Practices (BMP) Group Meeting (BMAP – Basin Management Action Plan) – Hendry County Extension Office – 1 to 5 pm – August 7th
 - Extension Staff Meeting – August 22nd – 3:00 pm – Extension Conference Room
 - East Port Campus Partners to discuss Facility Items – August 2nd – 9 am
 - Programing:
 - Ambassador Program - Mid-County Regional Library, Meeting Rooms A & B – August 7th – 8 am to 12:30 pm – 29 participants.
 - Website Hits: 3,004 website page views – New Reporting System
 - Facebook© Page - Charlotte County Extension data:
 - 639 Likes
- UF/IFAS Governance:
 - Director scored 16 Wells Fargo Award candidates
- Sea Grant:
 - Publications:
 - Staugler, E.A. 2013. "Seagrasses of Charlotte Harbor". Charlotte County UF/IFAS Extension, EAS-081913-008. 2 pp.
http://charlotte.ifas.ufl.edu/seagrant/publications/EAS_081913_008_Seagrasses.pdf

- PowerPoints:
- Staugler, E.A. and J.E. Hazell. 2013. "Citizen Scientists documenting bay scallop trends in southwest Florida", Charlotte County UF/IFAS Extension. 13 slides.
- Staugler, E.A. and R. Swett. 2013. "Planning for the Future of Recreational Boating Access to Charlotte County Waterways
- "2010-2050", Charlotte County UF/IFAS Extension. 16 slides.
- Extension Website:
 - UF/IFAS Charlotte County Extension – Added seagrass factsheet (above) and workshop flyer.
- Facebook:
 - UF/IFAS Charlotte County Extension – added scallop search posts and photos
- Outreach Programs:
 - 8/10 – Organized 5th annual Great Bay Scallop Search. 113 citizen scientists, 27 boats and 8 kayaks participated
 - 8/13 – Assisted Tourism Bureau by providing culinary tour for visiting journalist focusing on hard clam and sunray Venus clam aquaculture
 - 8/22 – Exhibit on bay scallop initiative at Florida Outdoor Writers Association annual meeting.
- Site Visits:
 - King Fisher Fleet – Courtesy visit
- Conferences:
 - 8/21-23 - Florida Outdoor Writers Association annual meeting – Lake Wales (Florida Sea Grant exhibit)
 - 8/26-30 - Extension Professionals Association of Florida annual meeting – Ponte Vedra (2 presentations)
- Trainings:
 - There's an App for That – 3 hour in-service training
 - Florida Seafood at your Fingertips – 4 hour in-service training
- Other:
 - Considerable time invested in preparation for 2013 Great Bay Scallop Search in Lemon Bay & Gasparilla Sound (Aug. 10) and planning of Fisheries Regulations and Management Workshops scheduled for Sept. 2013.
- 4-H Youth Development:
 - As part of an on-going Charlotte County 4-H leadership development program, thirteen 4-H adult volunteer leaders completed training on club risk management and member awards and recognition during August 2013.
 - 2013 State 4-H Congress:
 - Five Charlotte County 4-H Teen Leaders participated in the 2013 State 4-H Congress at the University of Florida in Gainesville. These county leaders completed leadership skills trainings, career development classes and participated in project-related community service learning.
- Horticulture:
 - Programing
 - Plant Propagation – Port Charlotte Library - (941) 625-6470 - 2280 Aaron St, Port Charlotte, FL – July 11th
 - Insect Identification and Management – Mid-County Regional- Saturday, July 13th at 10:00 am
 - Weed ID & Management for LCLM Class – July 27th – Collier County Extension Service, 10:00 am
- Media Outreach:
 - Master Gardener Radio Program – August 27th – 10 to 11 am – WCCF – 1580 An All-Master Gardener Volunteer Crew for this show
- Meetings:
 - Master Gardener Education Working Group Meeting – Planning for the Gardening Symposium and Landscape Gardening Series – August 23rd – 10 am
 - State MG Advisory Committee PolyCom – August 20th – 9:30 to 11:30 am – Training Room A - Representative, Donna Worthley
 - Tree Meeting – Cultural Center – August 6th – 8:30 am

- Visit Florida Street Garden – August 20th – 2:30 pm – Planning meeting for changing to Community Garden format
- Conference:
 - Citrus Expo – Lee Civic Center - 9:00 am to 2:00 pm – August 15th - Focus on Citrus Greening issue
- Florida Yards and Neighborhoods Outreach:
 - 8/14/13 – new FFL recognition, standard level
 - 8/30/13 - rain barrel and water conservation workshop, 24 attendees
- Charlotte Sun Newspaper Articles:
 - Potential Readership:
 - Charlotte Sun Herald – Average Circulation - 44,028
 - Charlotte Sun-Herald Newspaper Articles Website: An average of 25,000 hits per day
 - Newspaper Article for August 26th – “Yes, you can grow tomatoes”
 - Newspaper Article for August 19th – “Another vine to keep in mind”
 - Newspaper Article for August 12th – “For better or worse, the queen palm”
 - Newspaper Article for August 5th – “Ixora – now blooming their heads off in a landscape near you!”

Facilities, Construction and Management

- Projects:
 - South County Regional Park Soccer Concession Stand: The design change order to remove “green” components was reviewed and submitted to purchasing and fiscal for processing.
 - Fire Station 6: The apparatus parking apron was poured and curing. The LPG tanks were installed and inspected. The interior walls have rough-in plumbing and electrical installation completing with inspection being performed.
 - Bayshore Live Oak Park Restrooms: The restroom is open to the public.
 - Harold Ave. Concession Buildings: The HVAC system is being installed in the softball field concession building. Conduit for the FPL power line to the baseball field has been installed.
 - Transit Parking: The grading and paving have been completed.
- Operations:
 - Energy Efficiency Program:
 - As part of the Energy Performance Contract, Siemens submitted their final energy audit report to Charlotte County on August 1st. The contract is under review by the county attorney’s office and Facilities; internal meetings held on financing options.
 - Phase III of an LED lighting retrofit project is planned for the Sheriff’s administration office in Punta Gorda. Work will begin the week of August 26th.
 - Green sports lighting is being installed at Harold Avenue Park tennis and basketball courts. A sports lighting retrofit is also planned for Harbor Heights Park tennis courts.
 - Capital Asset Management Study: A kick-off meeting was held on July 10th. The consultant, Johnson Engineering/Cannon Design completed an assessment of five facilities the week of August 19th. The remaining facilities will be inspected in October.
 - Judicial Strategic Space Management Study: The Justice Center Space Study is underway. The consultant, Wiley & Associates, completed their facility walk-thru and provided a project status update at a meeting of all stakeholders that was held on August 21st. This project is on target for completion in October.
- Repair and Maintenance:
 - Sheriff’s Admin: Fire Suppression Project to start September 15.
 - West County Annex: Windows and door renovation to impact resistant glass project is complete.
 - Port Charlotte Beach Rec Center: New floor has been completed.
 - Admin B Building Lower Roof Replacement: Scheduled to start mid-September.
 - Family Services HVAC Duct work replacement: Scheduled for completion August 30th.
 - Mid County Library HVAC Test and Balance: Scheduled for completion September 4th.

Human Resources

- Employee & Labor Relations
 - Employee related issues
 - Drafted Settlement Agreement with IUPAT
 - Recruitment related activities and hiring processes
 - Hosted Ambassador Program – 29 participants
 - Staff attended HR Florida Conference
 - Continued partnering with IT on the EDEN Database and Active Directory Integration Project
 - Discipline related conversations and activities
 - Continue electronic scanning of employee files project
 - Monitor the community service program with Courts System
 - FMLA Processing
 - FMLA monthly report
 - Tasks associated with Employee of the Month
 - Legal Discussions
 - Miscellaneous advisement/investigations/coaching/development conversations
- Benefits Related
 - Facilitated Orientations
 - Continued efforts in revamping New Hire Orientation
 - Process Tuition Reimbursement Requests
 - Prepare orientation booklets
 - Provide Customer Service to employees
 - Produce Service Awards and letters to employees
 - Self- service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development
 - Halogen assistance for employees and Management
 - Attended Webinar: Value in Your Greatest Customer – Your Employees!
 - Hosted “Ambassador Customer Service” and Positive Mental Attitude by Steve Rosenthal.
 - Coordinated First Aid/CPR/AED training for Lighting District Employees and Transit.
 - Monthly service awards
 - Continued efforts on New Hire Orientation project
 - Miscellaneous coaching/development conversations
 - Professional Development to include webinar, reviewing industry journals, etc.

Human Services

- The Youth Developmental Assets survey tool arrived from Search Institute. Department staff met with administration from the Charlotte County Public Schools and the five county high schools involved to coordinate and confirm the distribution and collection process of the survey instrument. The survey tool measures key indicators which are likely to continue to the success of our community youth. The project is sponsored by the Children’s Services Council and is funded by a grant from the Department of Juvenile Justice. The survey was distributed in mid – August. Completed surveys will be sent to the Search Institute for data compilation and analysis.
- Transit and Fiscal Services staff coordinated the collection and submission of documents from Charlotte County needed by the Federal Transit Administration (FTA) for the Triennial Transit Audit. This audit conducted every three years is required by FTA to receive grant funds necessary to operate the Dial-a-Ride public transportation system. A site visit audit will be conducted by FTA the end of September.
- On August 5, 2013, Veterans Service Officer David Donohew met with the Jewish Children and Family Services- JCFS- at the Homeless Coalition to discuss the approved Supportive Services for Veteran Families Grant for Charlotte County.
- The Neighborhood Stabilization Program under the Housing Division held Open Houses for two newly constructed homes as follows:
 - 2345 Elkcam Blvd.; on 8/14/2013 from 10:00 AM to 2:00 PM
 - 21251 Austin Ave.; on 8/24/2013 from 1:00 PM to 4:00 PM

- Each open house had approximately 12 attendees.
- Case Manager Supervisor, Deedra Dowling, attended the annual Florida Council on Aging Conference. The conference provides information on legislative initiatives, training on new policy implementation, and networking for staff and organizations that provide community based services to frail seniors. During the conference, Deedra was re-elected as secretary for the Community Care for the Elderly Coalition under the new coalition presidency of Doug Beach the former Secretary for the Florida Department of Elder Affairs.
- The Department's Neighborhood Accountability Board(NAB)/Civil Citation staff and Family Services Manager was invited and met with the North Port Community Health Action Team to share with the committee members how Charlotte County operates its juvenile diversion programs. North Port is exploring implementing a juvenile diversion program and has asked Department staff for support, best practices, recommendations, etc. in establishing their program.
- NAB & Family Services Manager also reviewed NAB Vision 2014. The strategic planning process will be used to enhance the NAB/Civil Citation programs for the future.
- Family Services Division established a new mechanism for evaluating error rates when processing client file reviews. New standards for error rate reductions are in place.
- The Sheriff's Department and the Transit Division's upper portion of the main driveway was repaved and swales installed on both sides of the driveway. The upper portion of the main driveway has recently been holding water after major rain storms creating potholes to the driveway. Funding for this project was provided by the Dial a Ride Section 5307 grant. The required match was met with State Service Development Program Grant Funds.
- Human Services Director & Family Services Manager have continued meeting with the United Way and Community Foundation to finalize the 2013 Charlotte County Community Needs Assessment. The final document is expected to be available the end of September. A summary of the findings will be presented to the BCC in October.
- Transit met with the Charlotte County Health Department and the Sarasota County Health Department to discuss the temporary Englewood Health Center route going to the North Port Health Center. The route will begin September 3, 2013 and last for 30 days. Data on usage will be presented back to the BCC..
- The Family Services Manager, Emily Lewis, attended the Leadership Advisory Council (LAC) retreat for the Charlotte Community Foundation. The LAC is the advisory council that supports the non-profit network, a capacity building initiative of the Foundation aimed at improving the quality and sustainability of our community's non-profit organizations.
- Director and Family Services Manager met with the funeral homes to discuss the changes to the Indigent Burial policy and the recommendations of the rate study. At the meeting staff and the funeral home directors reached a consensus on the recommendations for rate increases. As a result, the rate study was revised and will be placed on the BCC agenda for 9/24/13.
- The Human Services Department completed and submitted the Request for Proposal for the provision and delivery of case management and other supportive in home services for seniors in Charlotte County funded under the Federal Older American's Act. Grant funds received are approximately \$350,000 annually.
- County staffs from the Transit Division, Fiscal Services Division and the Metropolitan Planning Organization met with their counterparts and with representatives from the Florida Department of Transportation in Sarasota to discuss the Latent Demand Study, grant funding sources, future partnerships and service delivery connectivity. It was a cordial and productive meeting. Agreement was made to meet quarterly to pursue coordination and transit service opportunities.
- A total of 71 Medicaid Waiver and Assisted living Waiver senior clients were officially transferred to the Long Term Medicaid Managed Care Program authorized by the Agency for Health Care Administration. These frail seniors will now receive all their in-home support services and case management services through a designated managed care organization.
- The Family Services Manager researched and presented data to the local Food Connection network about Case Management practices for food pantries.

- Transit received two new replacement buses for the Sunshine Ride program. These two new buses will replace existing buses that are past their useful life. The two new buses will hold up to thirteen ambulatory passengers and two wheelchair passengers. Both vehicles are equipped with safety surveillance systems, the wheelchair lifts are capable of lifting up to one thousand pounds. The new buses were purchased with 80% funding from the Florida Department of Transportation 5310 funds and a 10% local funds.
- Department Director, Victoria Carpenter, met with community leaders and Virginia B. Andes Clinic staff to discuss the feasibility of the Clinic applying for Federally Qualified Health Center (FQHC) status. A steering committee was formed to develop and action plan.
- The Human Services management team developed a satisfaction survey tool for Human Services Department employees to measure job satisfaction, team work, morale and other employment factors. The survey was distributed the end of August. Results of the survey will be compiled in September. Findings will be shared with the employees and will be used for staff development and employee recognition.

Public Safety

- Animal Control: nothing to report
- Emergency Management:
 - Director had the honor of addressing the Salvation Army Seniors group at their monthly meeting. We talked in great depth about family disaster kits and understanding what evacuation zone you live in. More than 70 in attendance were then given “Heater Meals” for lunch and many had their first opportunity to find out what might be available after a disaster. This was a great opportunity to spend some quality time with a large group of seniors who might not otherwise get this information.
 - Director had the opportunity to once again address the Curmudgeons Club in Port Charlotte. For more than two hours we discussed a variety of subjects from natural hazards to homeland security. We talked in great detail about our “Know Your Zone” program and how important it is in terms of disaster public education. They had many questions relative to what is going on with the strange hurricane season and we talked about a number of possibilities as to what has caused the less-than-predicted amount of tropical activity. I also briefed them on the Regional Domestic Security Task Force, that they weren’t aware existed and how it brings various agencies together routinely to share information and discuss issues relative to the global terror threat.
 - Director was invited and attended the Community Partnership Day at the Charlotte Correctional Institute along with about 60 folks from various groups and organizations. We have established a great working relationship with Warden Reid and he has assigned a liaison to the EOC whenever we activate. The prison staff took the attendees on a tour and explained many of the daily workings at the 1,500 inmate facility. Their motivation in holding this event is to help community leaders have a better understanding of what is needed when prisoners are released into the outside world. They detailed some of the training they receive and shared a behind-the-scenes look at prison life.
 - We helped the Public Safety Team present what our various departments do. Our 90 minutes allowed us to take a look back at Hurricane Charley, the genesis of the “Know Your Zone” program and a detailed explanation of how storm surge could impact our various communities. They asked a number of very good questions and proved to be a quite inquisitive group. They represented a nice cross section of County staffers.
 - Finally, we have begun the often very long process of having our program receive National Accreditation, very similar to what law enforcement and fire agencies seek, to show that they are able to do everything they say they do. The exhaustive peer review process is quite labor intensive, but it is something that the Florida Division of Emergency Management wants to see County Programs achieve. The accreditation is also expensive; however the State is looking at giving seed money to those programs interested in pursuing this goal. The first requirement is to form an Emergency Management Community Advisory Council, which we have begun laying the groundwork for. This group will consist of up to 25 community leaders representing a cross

section of various job classifications. The group will first convene in early 2014 and meet twice annually as we move forward.

- Fire: nothing to report

Public Works

- Nothing to report

Tourism

- The VCB's 2013 Co-op Marketing Fair was held August 21 at the Sports Park with six media vendors in attendance. Co-op's offered ranged from \$90 ads in "Happening Magazine" a SW Florida Arts and Events publication to a \$3000 ad in a major on-line promotion. More opportunities were offered this year to reach in-state travelers and residents throughout the year.
- The Jones Loop Visitor partnership between the Punta Gorda Chamber, area Chambers and the VCB became official August 1. We're seeing very strong traffic at the center.
- Chip Futch and Lorah Steiner have been working on the 2014 Marketing Plan. We will have a completed Marketing and Public Relations plan in October.
- Lorah Steiner and Chip Futch met with the owners of Phase V, the VCB's fulfillment company, in Ft. Myers. We discussed our hurricane preparedness (Phase V handles our disaster hotline as well as the County's). We also discussed the implementation of live assistance for our website and plan to begin that service in October.
- New in 2014 will be a reader response card for our visitor guide advertisers which will deliver leads directly to our partners from people who are interested in visiting Charlotte County.
- New in August are two programs we plan to continue through 2013 and into 2014 as a standard offering. The first is "Partner Days." On Tuesdays each week, Lorah Steiner meets with hoteliers, attractions and key community stakeholders to talk about VCB programs and to listen to partners and stakeholder ideas and any concerns they might have. The second program is our "Walk around." Walk Around's are for new general managers, sales staff attractions managers, etc. We invite them to come to the VCB to meet each staff member and learn what we do and how we can help them.
- Lorah met with the outgoing and in-coming chairs of the Punta Gorda Tourism Committee to discuss past committee work and the focus for 2014.
- Chip Futch and Lorah Steiner developed the RFQ for our 2014 research program.
- Chip Futch and Lorah Steiner met with AQUA, our ad agency to discuss the timeline and scope of work for the 2014 Visitor Guide.
- Public Relations
 - Jennifer Huber and Lorah Steiner met to refine the plan for the VCB's 2014 public relations effort.
 - Jennifer and Lorah also met to begin planning our holiday media and media influencer's event which will include a canal cruise of the holiday lights. There will be 9 Society of American Travel Writers journalists in attendance along with travel bloggers and media from Tampa down through Naples.
 - The VCB hosted five travel and food journalists during a familiarization trip July 29- August 1. The trip's theme focused on the County's culinary aspects and food production. The journalists attending were Florida based but write for regional and national publications. Eight on-line articles have already been generated because of the FAM. On-line publications include: Saltwater Anglers Guide; Family Traveler's Magazine; Florida Cruise and Traveler's Magazine and Senior Cruise and Traveler's site among others.
 - Throughout the month of August, Jennifer used social media to help provide a push for Punta Gorda's effort to win the most votes for Rand McNally's "Best of the Road" competition.
 - Jennifer participated in the VISIT FLORIDA Cultural, Heritage, Rural and Nature quarterly meeting
 - Jennifer attended and exhibited at the Florida Association of Outdoor Writer's annual conference.
- Marketing and E-Media
 - Chip worked on the VCB's "Show Us Your Charlotte" campaign in preparation for launch in October.

- Chip edited the Englewood Video for electronic use.
- Created a sales sheet for the 2014 Visitor Guide
- Created a new ad for the Final 2013 season edition of “Inside Pitch” emphasizing fishing/golf/spring training.
- Attended a meeting with Punta Gorda City officials regarding the video for Best of the Road.
- Chip created an access database for signing up our partners for co-op opportunities.
- Conducted a FB campaign test to gauge user reactions and engagement. Found that aerial shots created very high engagement and re-posts as did beach shots.
- Sports
 - Sean conducted a networking/sales function at the Tampa Bay Rays game at Tropicana Field in conjunction with the Charlotte Harbor Event and Conference Center and Fishermen’s Village. Approximately 30 meeting planners and travel agents were in attendance providing us the face to face opportunity to introduce them to Charlotte County and what we have to offer the meetings and leisure markets.
 - Worked on the logistics for a possible YBOA (Youth Basketball of America) State qualifier in 2014.
 - Sean attended the Connect Sports marketplace tradeshow in Milwaukee, WI and met one on one with more than two dozen event organizers. He received four RFP’s as well as several strong leads for follow-up.
 - Sean participated in several meetings for the Super Boat Grand Prix regarding lodging, logistics and financial accountability.
- Film
 - Jerry worked with Chip Futch in a series of meetings to develop the approach for the Best of the Road video. Locations were scouted and still photos were taken to help set the shots for the video. The finished video must be completed by the end of September.
 - Staff underwent training on Reel Scout in July and has begun entering location photos, descriptions, search words and contact information. This is a slow but very necessary process.

Utilities

- Engineering Services:
 - 894 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 31 Residential Service Availability Letters Prepared; 11 Commercial Service Availability Letters Prepared; 38 Residential Service Applications Processed; 461 CIP inspections; 103 Developer Inspections.
- Operations Division:
 - Treatment Facilities:
 - 185 preventative maintenance, 46 corrective and 8 emergency work orders were completed.
 - 231 Residential cross-connection inspections, 3 reclaim site maintenance/repair work orders, and 2 backflow testing were completed.
 - Burnt Store WTP: Staff completed troubleshooting the high service pumps that were operating erratically due to a clogged valve feeding the distribution manifolds pressure transmitter. Staff also completed making emergency DEP compliance repairs to the Deep well Injection Pump Station MCC (master control cabinet). This MCC became partially submerged due to heavy rains on August 27th.
 - East Port WRF: Staff completed replacing the VFD (variable frequency drive) for plant lift station #1 pump #1. Staff also completed constructing an aluminum catwalk for Belt Press #1 and replaced a 4 inch plug valve for #2 grit pumping station.
 - East Port WRF: One maintenance mechanic attended short school for Water Distribution.
 - Rotonda WRF: Staff completed troubleshooting and repairing MBR Wonderware computer with GE Tech Support discovering missing IO driver. Staff also completed reinstalling the #2 pump for plant reclaim pump station which had been repaired by Xylem Inc.

- West Port WRF: Staff completed making emergency DEP compliance repairs for electronic equipment that was damaged due to an lightning strike on August 18th i.e., ph meter, effluent chlorine analyzer and deep well injection flow meter. Staff also completed repairs to the plant sludge load-out station from damage due to delivery truck.
- West Port WRF: Staff completed replacing damaged soft motor starter for oxidation ditch #2 blower.
- Staff completed the installation of steel shelves inside the confined space trailer organizing and securing equipment.

Water Distribution:

- Re-Posted for the Chief Operator vacancy.
- Water delivery from the Punta Gorda system to CCU through the Authority's Phase 1A Interconnect for the month of August was 22.5 MG. Flow was reduced to .5 MGD on 8/28 and will remain at that rate barring any emergency until 9/30.
- We had a fire hydrant struck by an automobile on 8/16 on Midway Blvd which impacted one of the two west bound travel lanes between Green Street and Eagle Street. Water service was restored on 8/16 with no boil required and the fire hydrant was replaced on 8/19. The road repair was completed on 8/30.
- Ingraham injection station sample point line installation completed. In house refurbishing is in progress and to be complete by 9/13.
- 8 employees completed First Aid/CPR.
- 17 employees attended training on completion of FEMA paperwork.
- 1 employee passed his FDEP level 1 license exam.

Wastewater Collection:

- Gravity/Force Mains: Installed 11 new LPS sewer services; repaired 10 manholes by raising and/or replacing the ring and cover; repaired 3 force mains; 7 gravity service laterals were excavated and repaired; investigated 7 customer backup calls which were determined to be the customer's responsibility; 15 sewer valves were located and exercised; located 2 gravity service for Engineering for new construction using the TV truck to locate the taps; locates were completed on the force mains on Burnt Store Rd at Vincent Rd. prior to the beginning of Phase II of the widening project.
- Lift Stations: 236 PM work orders were completed; 90 corrective work orders were completed; installed new Siemens Bio-Filter Odor Control unit at L/S #321.
- Low Pressure Sewer: Responded to 240 service calls; 16 PM work orders were completed; replaced 6 check valves at street; changed out 3 tanks; installed 3 mandatory connections.
- 1 employee obtained his Wastewater Collection 'C' license; 2 employees obtained their Wastewater Collection 'B' licenses; 1 employee obtained his Wastewater Collection 'A' license.

- Business Services:

- Web Services – A draft of the screen shots has been submitted by the vendor for review and approval. A project plan has been developed. E-bill and payment scheduled to go live late fall, early winter.
- Fixed Base meter installation: All of the 3,044 meters in Phase II of this project have been installed in the Deep Creek area. There have been accuracy issues with the large meters. Staff from Mueller are on site to address these issues.
- Customer Service: total number of customers to the lobby was 704
- Delinquencies: total delinquency revenue for the month was a negative \$350,079. The significant reduction in this area is due to penalty write offs of \$372,248 for accounts over 5 years and \$5000 that CCU is considering abandoned and taking back the capacity. If anyone wishes to have services restored to these properties, they will have to pay connection fees.
- YTD total: \$791,926
- North Port: we processed 3691 payments; total revenue for August was \$721.36. Total FYTD revenue is \$8,809.29

- Accounts Receivable: the accounts receivable over 90 days went from 52.61% in July to 49.86% in August. The accounts receivable within 30 days went from 40.92% in July to 44.14% in August
- Electronic Bill payments: 59% of all CCU bills
- Banner Upgrade – a draft contract has been submitted for review.
- Water Conservation & Public Outreach:
 - Conducted a work place safety inspection at the Water Booster stations.
 - Gave a presentation for the County Ambassador program.
- Human Resources:
 - Total positions: 200. Vacant positions: 7.
 - Actively recruiting for 5 positions: Operations Manager, Maintenance Mechanic, Chief Water Operator and 2 WW Plant Operators.
 - Offers pending on 2 positions, Instrument & Control Technician and Line Technician.
 - Year End Evaluation process has started.
 - Attended HR Florida State Conference.
- PR/MRWSA Water Resources:
 - Authority staff, Administrators and Professional Staff participated in a One Day Retreat at the Powell Crosley Estate to discuss Common Rate, Strategic Plans, amending the Master Water Supply Contract for “Exhibit C”, development of a Non-Customer Water Rate and upcoming Board agenda items.
 - Customer Attorneys and Authority Attorney met to discuss legal implications of 1991 PRF Rebuild cost allocation methodology
 - Water demand in August was 22.11 MGD and water quality was excellent. Withdrawals from the Peace River amounted to 37.16 MGD and storage volume in both reservoirs and ASR totaled 37.16 BG by August 25th.
- Regional Reclaimed Water Expansion Phase 2:
 - *Transmission Main (Stage 1)*: The monthly construction meeting scheduled for August 13th was cancelled and replaced with a field meeting held on August 15th in the field to discuss changes to the directional drill under SR 776 on the south side of the Myakka River. Due to hitting rock at a depth of 21 feet the FDOT agreed to allow an attempt at a shallower drill at approximately 16 feet to avoid the rock and agreed to permit the remainder of the directional drill to the tie in point to be done from the center of the median. This approach worked and the pilot hole was drilled on August 19th at a depth of 17.5 feet. The 18” HDPE reclaimed water main was successfully pulled across the east bound lane of SR 776 on August 21st. The drilling subcontractor installed the 18” HDPE in the SR 776 median and completed the tie-in to the existing 12” reclaimed water main on the south side of the Myakka River. The drilling subcontractor also successfully installed the 18” HDPE along the SR 776 east bound lane from Gillot Avenue to the Gulf Cove United Methodist Church entrance driveway. The Contractor completed the tie-in to the existing 12” reclaimed water main on the north side of the Myakka River and completed installing the 16” reclaimed water main from Kerrigan Circle along SR 776 to the tie in point of the directional drill under the west bound lane of SR 776. The Contractor started installing the 16” reclaimed water main (RCM), 20” waste water force main (FM), and 18” water main on Cattle Dock Point Road at the location where it intersects the 30 foot easement that runs north to Fieldcrest Lane. The Contractor’s surveyor submitted revised as-builts on August 2nd and a meeting was held with the surveyor on August 8th to discuss the revisions. On August 15th revised as-builts were submitted with comments issued to the surveyor on August 23rd. On August 2nd the FDEP issued their approval to place the reclaimed water main into service from Willow Bend Road to the Myakka Avenue/Kerrigan Circle intersection. This approval permitted CCU to commence sending reclaimed water to the El Jobean Resort Development for irrigation purposes.
 - *Pumping Station (Stage 2)*: Work continued on the site forming the concrete driveway. Five panels of the 8” thick concrete driveway were poured on August 6th. The Contractor repaired a low spot on the pump skid pad on August 12th. The contractor continued to install above ground piping, fittings and valves. Fabrication of the pump skid continues with delivery expected in October 2013.

- *Storage Pond (Stage 3)*: The FDEP approved placing the pond into operation on August 2nd. The final as-builts for the pond were also approved on August 2nd and Record Drawings were received on August 16th. The form notifying that record drawings for the pond were available was sent to the FDEP on August 22nd. The ERP forms notifying that as-builts were available and requesting that the storm water system be transferred from construction to operation status was also submitted to the FDEP on August 22, 2013. The necessary Affidavits and Warranties were received from the Contractor and liner installer on August 13th and final payment request and release of the retainage was approved on August 19th. This completes the storage pond construction contract.
- East Port WRF Expansion:
 - Awaiting 90% plan submittal for East Port WRF Stages 3 through 5 expansion in September.
- North Shore & Harper WW MSBU:
 - Archeological survey report under review; final to be forwarded to Charlotte County Historical Society for their files.
 - Final edits to monitoring plan submitted to FDEP.
 - Monitoring equipment has been installed for surface water samples. Monitoring wells to be installed in September.
 - Plans to be submitted for FDEP permits in September.
 - Workshop planned in September for the residents in conjunction with UF/IFAS to relay project status and provide educational opportunity as described in grant contract.
- Harbor View Rd Gravity Sewer:
 - Construction was postponed and is anticipated to start September 9th.
- El Jobean Wastewater Expansion LPS Main:
 - Pipe is in the ground and awaiting FDEP approval.
- Elkcam Blvd:
 - Scope of work has changed. Project still under design.